TODAY'S DATE:	/	/



### TOWN OF ISLIP

OFFICE OF THE SUPERVISOR Department of Personnel and Labor Relations

TOWN HALL • 655 Main Street • Islip NY, 11751 Phone (631) 224-5520 • Fax (631) 224-5771

#### **SUMMER EMPLOYMENT APPLICATION**

Before answering the following questions, please be advised that the Town of Islip does not discriminate in employment practices because of race, creed, color, national origin, sex, age, disability, and marital status or arrest records. Please print all answers below.

## CIRCLE POSITION(S) YOU ARE APPLYING FOR (for job descriptions and qualifications, see pages 8-11):

Senior Recreation Supervisor	Code Enforcement Officer	Clerk
Assistant Recreation Supervisor	Park Attendant	Cashier
Recreation Specialist- Sports	Marina Guard	Laborer
Recreation Specialist - Arts & Crafts	Filter Room Operator	Lifeguard
Recreation Aide	Water Safety Instructor	Dock Attendan
Were you previously employed by us? If yes, when		
and what position?		
Date available for work:/	Do you have transportation?	☐ Yes ☐ No
	← (Circle One)	
First NameAddress		
Address	State Zip Cod	e
Address	State Zip Cod (home)	e
Address  City  Telephone Number (cell)	State Zip Cod (home)	e
Address  City  Telephone Number (cell)  Social Security #:	State Zip Cod (home)  Yes	e

#### **EDUCATION INFORMATION**

	Name of School	Course/ Major	Circle Last Year Completed	Did you Graduate?	Degree
High School			9 10 11 12	□ Yes □ No	
College			1 2 3 4	□ Yes □ No	
Graduate/Other			1 2 3 4	□ Yes □ No	

	TVIOST ICCCIT	Position inst	. You may attac Length of	Position	Describe	Last	Reason for
			Employment	Held	duties	Salary	Leaving
Company			1 0				5
Name							
Employer Name							
Address							
Company Name							
Employer Name							
Address							
Company Name							
Employer Name							
Address							
	May we	contact the er	nployers?	Yes	□ No		
		TWO REF	ERENCES (No		<u>s)</u>		
	Name		Address	\$		Telephor	ne #
					(	) -	
					(	) -	
•	•		the Town of Isli	-		No	
If yes	s, give their nar	ne and which	department the	y worked ii	n:		
Relatives Na	ıme:		De	partment: _			
Relatives Na	ıme:		De	partment: _			
11010011011	ıme.		De	partment: _			

# ONLY IF YOU ARE APPLYING FOR LIFEGUARD OR WATER SAFETY INSTRUCTOR

In order to give us an up-to-date idea of your qualifications, please check and describe the following areas that you have supervised or instructed. In your description please indicate years of experience, honors, awards or any pertinent information that would help describe your abilities.

#### PLEASE ATTACH A COPY OF YOUR CURRENT CERTIFICATION!!!

Lifeguardin	ng Experience	2.		
Ocean Stillwater		Stillwater	Years of Experience	
American F	Red Cross Wa	nter Safety Inst	ructor:	
W.S.I.	Yes	□ No	Expiration Date:/	
C.P.R.	☐ Yes	☐ No	Expiration Date: ///	
Number of y	ears of experi	ence swimming	g, lifesaving, etc.	
Explain:				
Competitive	e Swimming:	How many yea	rs?	
Coaching E	xperience: H	ow many years	?	
Other Aqua	atic Experien	ce: How many	years?	
First Aid C	ertification	☐ Yes	☐ No Expiration Date://	

## ONLY IF YOU ARE APPLYING FOR RECREATION SPECIALIST

If you are interested in a position listed below, please indicate next to the activity and write your qualifications and experience in the space provided.

Arts & Crafts		
☐ Kayak		
☐ Sailing		
-		

IF YOU ARE APPLYING FOR A RECREATION AIDE POSITION WITH THE TOWN OF ISLIP'S SUMMER EMPLOYMENT PROGRAM, NEW YORK STATE LAW REQUIRES THAT YOU SUBMIT TWO (2) WRITTEN NON-FAMILY REFERENCES WITH YOUR APPLICATION.

PLEASE HAVE THE FOLLOWING REFERENCE FORMS COMPLETED AND RETURN WITH YOUR APPLICATION TO THE PERSONNEL OFFICE, TOWN OF ISLIP, 655 MAIN STREET, ISLIP, NY 11751.

WE CANNOT PROCESS YOUR APPLICATION WITHOUT THESE REFERENCES. THANK YOU.

## ONLY IF YOU ARE APPLYING FOR RECREATION AIDE/ RECREATION SPECIALIST/ RECREATION SUPERVISOR

#### **REFERENCE ONE**

You have been suggested as a reference for:
(Applicant's Name)
Position applied for:
This individual has applied to the Town of Islip Summer Playground Program servicing our communities' youth. Your responses to this questionnaire will help us to provide our participants with a safe and fun experience with high quality staff.
This application will not be shared with the applicant and will be kept confidential. If you would rather speak to someone in person concerning this request, please call (631) 224-5520.
Name of Reference:
Relationship to applicant:Phone Number: () Address:
1. How do you know this applicant?
<ul><li>2. Would you consider this applicant to be a good person to work with children?</li><li>☐ Yes</li><li>☐ No</li></ul>
3. Have you had any opportunity to observe this applicant dealing with children in any capacity?    Yes  No
If yes, how would you describe the interactions of this applicant with the children?
4. Would you recommend this applicant for a position working with children?
☐ Yes ☐ No  5. Are there any problems that might interfere with this person's ability to work effectively with children?
$\square$ Yes $\square$ No
If yes, what problems might we anticipate?
(Signature of Reference)

## ONLY IF YOU ARE APPLYING FOR RECREATION AIDE/ RECREATION SPECIALIST/ RECREATION SUPERVISOR

#### **REFERENCE TWO**

You have been suggested as a reference for:
(Applicant's Name)
Position applied for:
This individual has applied to the Town of Islip Summer Playground Program servicing our communities' youth. Your responses to this questionnaire will help us to provide our participants with a safe and fun experience with high quality staff.
This application will not be shared with the applicant and will be kept confidential. If you would rather speak to someone in person concerning this request, please call (631) 224-5520.
Name of Reference:
Relationship to applicant:
Phone Number: ()
Address:
1. How do you know this applicant?
2. Would you consider this applicant to be a good person to work with children?  \[ \subseteq \text{Yes}  \subseteq \text{No} \]
3. Have you had any opportunity to observe this applicant dealing with children in any capacity?  \[ \subseteq \text{Yes}  \subseteq \text{No} \]
If yes, how would you describe the interactions of this applicant with the children?
4. Would you recommend this applicant for a position working with children?
5. Are there any problems that might interfere with this person's ability to work effectively with children?
$\square$ Yes $\square$ No
If yes, what problems might we anticipate?
(Signature of Reference)

## **21 YEARS & OLDER**

#### SENIOR RECREATION SUPERVISOR

#### \*\*Must be at least 21 years old by June 21, 2017\*\*

- Applicants must have a Bachelor's Degree, in Recreation, Education or related field.
   Must have experience working with children.
- Administer first aid when necessary.
- Responsible for the supervision of camp staff, devises and conducts recreational activities.
- Must have good knowledge of sports, games and related recreational activities and effective supervisory techniques.
- Oversees activities at various camps. Must attend a mandatory orientation, June 26, 27, 28, 29, 2017. Orientation is all 4 days.

Fill out pages 1, 2, 6 and 7 on application.

#### 19 YEARS & OLDER

#### MARINA GUARD

\*\*Must be at least 19 years old by June 21, 2017\*\*

- · Patrols marina.
- Gives information and directions to boaters.
- Assists in maintaining order by enforcing rules and regulations of facility.
- Submits reports to supervisors regarding incidents that may occur during tour of duty.
- May intervene in the event of disturbances and contact appropriate official if necessary.
- May make periodic check of doors, windows and parking areas to prevent trespassing and vandalism.
- o\*\*\*Applications must possess certification as a Guard with New York State Dept. of State Division of Licensing Services and maintain said certification throughout employment.

Fill out pages 1 and 2 of application and attach certification(s).

## 18, 19 YEARS & OLDER

#### ASSISTANT RECREATION SUPERVISOR

\*\*Must be at least 19 years old by June 21, 2017\*\*

- Must have completed 2 years of college.
- Must have experience working with children.
- Oversees activities and Recreation Aides at various camp sites under general supervision.
- Assists in conducting a planned activity at a recreation facility.
- Instructs participants in sports, games, dancing, singing, handcrafts, plays and other activities.
- Enforces safety rules and regulations at the recreational facility.
- May administer first aid when necessary.
- Issues and cares for equipment, materials and supplies.

Must attend a mandatory orientation.

June 26, 27, 28, 29, 2017. Orientation is all 4 days.

Fill out pages 1, 2, 6 and 7 on application.

#### **CASHIER**

- \*\*Must be at least 18 years old by June 21, 2017\*\*
- Cashier experience required or attending school with related courses.
- Receives cash, checks or money orders in payment of bills or fees and issues receipt.
- Records amount received and balances records against receipts.
- Operates numbering machines to stamp registrations.
- Gives information and explanations concerning services rendered.
- · Accounting and auditing.

Fill out pages 1 and 2 on application.

#### 18 YEARS & OLDER (CONTINUED)

#### **CLERK**

- \*\*Must be at least 18 years old by June 21, 2017\*\*
- Posts simple data to various records and complies reports based on data.
- Sorts, indexes and files documents, reports, correspondence and other materials.
- Gives information orally in response to personal or telephone inquiries and answers routine inquiries by form letter.
- May operate a variety of simple office equipment.
- Knowledge in computers and office procedures needed.
  - \*\*\*Applicants must have high school diploma or GED certification.

Fill out pages 1 and 2 on application.

#### DOCK ATTENDANT

- \*\*Must be at least 18 years old by June 21, 2017\*\*
- Assists boats tying up at docks and piers.
- Sells docking permits and collects docking fees.
- Maintains records of boat and owner registrations.
- Gives directions and information to boaters.
- Performs routine maintenance activities.

Fill out pages 1 and 2 on application.

#### FILTER ROOM OPERATOR

- \*\*Must be at least 18 years old by June 21, 2017\*\*
- Checks chemical levels at town pools.
- Maintains pool filters.
- Knowledge of pool filter systems needed.
- \*Involves some evening and night hours.

Fill out pages 1 and 2 on application.

#### **LABORER**

- \*\*Must be at least 18 years old by June 21, 2017\*\*
- Performs manual work.
- Grounds maintenance activities.
- Cuts grass, lays sod, plants trees and shrubs.
- Removes debris from roads.
- Loads and unloads supplies and equipment.
- Possible operation of power tools and light machinery.

Fill out pages 1 and 2 on application.

#### 16 YEARS & OLDER

#### **LIFEGUARD**

- \*\*Must be at least 16 years old by June 21, 2017\*\*
- Observes swimmers for signs of fatigue.
- Maintains order and enforces regulations at assigned swimming area.
- Rescues swimmers in distress.
- Administers resuscitation and first aid when necessary.
- Shares in maintaining a cleanliness and upkeep of area.
- \*\*\*Applicants must possess the appropriate current certification as a Lifeguard issued by the American Red Cross or New York State Department of Health or a New York State Department of Health approved testing agency, and must maintain said certification through employment in this title.
  - \*\*\*Applicants must possess a certification in cardiopulmonary resuscitation, issued by the American Red Cross or heart Association within the last year.

Fill out pages 1, 2 and 3 on application.

#### PARK ATTENDANT

- \*\*Must be at least 16 years old by June 21, 2017\*\*
- Performs routine grounds keeping work including raking, weeding and picking up litter.
- Performs routine custodial tasks.
- Grounds maintenance activities.

Fill out pages 1 and 2 on application.

#### **RECREATION AIDE**

- \*\*Must be at least 16 years old by June 21, 2017\*\*
- Assists in conducting a planned activity at a recreational facility.
- Instructs participants in sports, games, dancing, singing, handcrafts, plays and other activities.
- Enforces safety rules and regulations at the recreational facility.
- May administer first aid when necessary.
- Issues and cares for equipment, materials and supplies.
- Acts as a sports official.

Must attend a mandatory orientation,

June 27, 28, 29, 2017. Orientation is all 3 days.

Fill out pages 1, 2, 6 and 7 on application.

#### 16 YEARS & OLDER (CONTINUED)

#### RECREATION SPECIALIST

- \*\*Must be at least 16 years old by June 21, 2017\*\*
- Assists in conducting a planned activity at a recreational facility.
- Enforces safety rules and regulations at the recreational facility.
- May administer first aid when necessary.
- Issues and cares for equipment, materials and supplies.
- Knowledge, skill and ability of recreational specialty learned through experience and/or specialized training.
  - Arts & Crafts, must attend off-site workshops during work hours
     Will provide a daily Pre-planned Arts and Crafts activity for camp participants

Arts and Crafts Specialist, Must attend a mandatory orientation,

June 26, 27, 28, 29, 2017. Orientation is all 4 days.

- Sailing
- Kayaking

Fill out pages 1, 2, 4, 6 and 7 on application.

#### WATER SAFETY INSTRUCTOR

- \*\*Must be at least 16 years old by June 21, 2017\*\*
- Teaches swimming to children at various town pools.
  - \*\*\*Applicants must possess a current instructor's certification and maintain their certifications throughout employment in position.

Fill out pages 1, 2 and 3 on application.